Data protection

Below, we provide important information regarding the use of your personal data. In fulfillment of its public mandate to support and strengthen international mobility (cf. § 2 and § 3 of the Austrian Universities Act) and in accordance with its role and mission as an international university, WU offers students places at the International Summer University\textsuperscript{WU} (ISU\textsuperscript{WU}) and the Vienna Innovation Program\textsuperscript{WU} (ViennaIP\textsuperscript{WU}). Students who apply for these places have to undergo a selection procedure.

All personal data included in the application documents is processed by WU's International Office for the purpose of duly conducting these selection procedures. The following persons involved in the selection procedure have access to your personal data: WU International Office staff, the WU Dean for International Affairs.

If your application is successful WU will process your data in order to fulfill its duties as organizer of the International Summer University\textsuperscript{WU} and the Vienna Innovation Program\textsuperscript{WU}. As a general principle, WU aims to facilitate an exchange of information and networking among participants in the programs in a way that is as efficient as possible while also adhering to strict data protection and privacy standards. For this reason, WU informs you about the ways in which your personal data will be disclosed in order to successfully run the ISU\textsuperscript{WU}/the ViennaIP\textsuperscript{WU}:

Your name and email address will be made available to the lecturers of the courses you have been assigned to, as well as to other nominated ISU\textsuperscript{WU}/ViennaIP\textsuperscript{WU} students for the purpose of establishing contact and exchanging information. In order to comply with financial rules and accounting standards the names of the program participants will be forwarded to WU’s Finance and Accounting unit.

In order to carry out the program it might also be necessary to release personal data to third parties, especially for the purpose of organizing accommodation (OeAD Housing) and company visits, or in cases of emergency (hospitals). In these cases you authorize WU to release your personal data (name, date of birth, sex, nationality) to the mentioned third parties.

Please note that photos and videos will be taken at the ISU\textsuperscript{WU}/ViennaIP\textsuperscript{WU} to document the events and to publish them in WU’s publications and electronic media. If you do not want to appear on photos or videos that will be published, please inform the photographer directly at the event or stay in areas where no photos or videos are taken. You can also revoke your consent to the use of these photos or videos later by sending an e-mail to zas@wu.ac.at. We will discontinue publishing the photos and videos concerned immediately after receiving your revocation or the photos and videos concerned will be processed in such a way that identification is no longer possible. Revoking your consent will not affect the legality of any processing of photos/videos up to the time of receipt of your revocation.

In the event that your application for the ISU\textsuperscript{WU}/ViennaIP\textsuperscript{WU} is unsuccessful, your application data will be deleted six months after the end of the corresponding application period. The relevant reference date is the last day on which students may submit their application documents during the respective application period.

You have the right to request information on your personal data, to request a correction of your data, and to have your data deleted at all times, in accordance with the applicable legal regulations. To make such requests, please contact zas@wu.ac.at or datenschutz@wu.ac.at. If you believe that WU’s processing of your data is in violation of the applicable data protection regulations or any other data protection and privacy rights, you may file a complaint with the appropriate regulatory authority. In Austria, the appropriate regulatory authority is the Austrian Data Protection Authority (Datenschutzbehörde).
Key information on the participation in the ISU\textsuperscript{WU} and in the ViennaIP\textsuperscript{WU}

The ISU\textsuperscript{WU}|ViennaIP\textsuperscript{WU} program will only be carried out with a sufficient number of participants. The International Office reserves the right to make changes to the program and activities offered if there are cogent reasons.

Selected applicants will receive an acceptance letter via email with detailed information about the applicable participation fee and the payment process.

Your place in the ISU\textsuperscript{WU}|ViennaIP\textsuperscript{WU} program is only guaranteed once we receive your payment. If two weeks have passed and neither payment nor a confirmation of transfer has reached WU, the place on the program will be offered to other interested applicants.

Please note: the fee must be paid free of any bank charges borne by the recipient. Please make sure to pay any transaction fees your bank may charge. If you fail to cover any bank charges, you will be asked to pay the missing amount during your stay in Vienna.

You will be informed by email once your fee has reached the university’s bank account. Please note that international bank transfers may take up to 2 weeks and credit card payment procedures may take up to 8 weeks.

As a potential participant in the ISU\textsuperscript{WU}|ViennaIP\textsuperscript{WU}, you are personally responsible for the visa procedures and the entire visa application process. It is also your responsibility to obtain insurance for the time of your stay in Austria. Travels abroad can involve a multitude of risks, especially health risks. You are responsible for arranging and paying for all necessary vaccinations and preventative measures.

Withdrawing the application after acceptance and assignment to the ISU\textsuperscript{WU}|ViennaIP\textsuperscript{WU} program is only possible if there are important reasons (illness, pregnancy, important family commitments, or unavoidable or unpredictable severe incidents). In such cases, appropriate proof will be required (e.g. medical report). If a student cancels his or her participation without good cause, his or her place on the program will be offered to other interested students, and WU will reserve the right to withhold a cancellation/processing fee. The amount depends on the date of cancellation.

Rules of conduct for ISU\textsuperscript{WU}|ViennaIP\textsuperscript{WU} participants

Academic integrity must be a shared key objective for both WU and its students. Therefore, it is essential that students are aware of and informed about their responsibilities, as also outlined in WU’s code of conduct we@WU.

All students taking part in the ISU\textsuperscript{WU}|ViennaIP\textsuperscript{WU} must maintain good academic standing throughout the duration of the program. You may be dismissed from the program at any time for unsatisfactory class preparation, attendance, or performance, without being granted a refund. It is your own responsibility to ensure that any class work is submitted and received in due time. You must complete and submit all the required work and assignments for each course by the respective deadlines. Failure to complete a piece of work or assignment for a course may result in a failing grade in the course. Individual course requirements can be found in the respective course descriptions available in the academic section of the ISU\textsuperscript{WU}|ViennaIP\textsuperscript{WU} website.

In the case of ISU\textsuperscript{WU} class changes are only possible in the following limited circumstances:

- You contacted the ISU\textsuperscript{WU} program manager and obtained written approval.
• The desired class has not reached maximum enrollment.
• The instructor(s) of the desired class agree(s).
• You can provide convincing arguments that you will be able to complete any pre-course assignment(s) or course requirement(s) for the course you would like to attend by the deadline agreed upon with the instructor(s).

Class attendance is mandatory at all ISUWU|ViennaIPWU courses and will be recorded by university staff. One unexcused absence will negatively affect your grade due to the short duration of the program; it may lead to a failing grade and/or issuance of an ungraded certificate.

Absences are excused in case of illness. However, absences lasting two or more days due to prolonged illness are only excused if you present a medical certificate. If you are unable to attend a class because of an illness, you must inform the ISUWU program manager immediately by phone or email in the morning. Otherwise, the absence will be considered unexcused.

As a students participating in the ISUWU|ViennaIPWU program you are expected to take full responsibility for your own actions or failure to act. You are an adult and a guest abroad; you are subject to the laws and regulations that govern your host country, Austria. You are expected to maintain proper standards of study and behavior and act in a responsible manner. Additionally, you are expected to comply with regulations set by the ISUWU|ViennaIPWU program manager, lecturers, and the organizing institution at all times, during both the academic lessons and the social program. You must avoid any inappropriate behavior and any actions that might harm the reputation of WU.

WU holds students responsible for knowing these policies. Ignorance of the policies is not an acceptable excuse for policy violation.

In case of a violation of these rules of conduct, WU may exclude the student from the ISUWU|ViennaIPWU program and/or take further disciplinary action (such as warning, grade penalty, notification of the home institution, class suspension, dismissal from the program, or any combination of the above).

I hereby confirm that the information provided is true and correct. By submitting my online application, I confirm that I have fully read and understood the above information on data protection and rules of conduct of WU. I understand that if I fail to comply with the rules mentioned above, I may be dismissed from the program (without refund) and may not get a certificate.